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Meeting ID: 818 2677 6592

Passcode: 835670

**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, FEBRUARY 1, 2021
VIA ZOOM
AGENDA**

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES

- A. Approval of Public Hearing Minutes – January 4, 2021
- Approval of Regular Meeting Minutes – January 4, 2021

IV. UNFINISHED OR TABLED BUSINESS

- A. Consideration of Sale of Town-Owned Land

V. BUSINESS

- A. Resignations and Appointments
Vacancies: (2) Conservation Commission; (1) Inland Wetlands; (2) Library Board; (1) Park and Recreation
- B. Consideration of 2021 Bond Refunding Resolution
- C. Executive Session Update
- D. Consideration of Neglected Cemetery Account Grant Budget Amendment
- E. Consideration of Cossitt Library Pre-Development Studies Project Budget Amendment
- F. Consideration of Additional Appropriation to Farmington Valley Health District

VI. TOWN MANAGERS REPORT

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

VIII. SELECTMAN REPORTS

(Sally S. King, Mark C. Neumann, Edward E. Ohannessian, Glenn G. Ballard;)

IX. ADJOURNMENT

The next regular meeting is scheduled for Tuesday, February 16, 2021

**TOWN OF GRANBY
BOARD OF SELECTMEN
PUBLIC HEARING
MINUTES
JANUARY 4, 2021**

The public hearing of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 6:45 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian and John D. Ward, Town Manager

First Selectman Kuhnly opened the public hearing and stated the purpose of the hearing is to receive public comment regarding the proposed sale of town-owned land at 4,11 and 15 North Granby Road and 3 East Granby Road for the intersection improvements at US 202/Route 10 at Route 10 and Route 189. Town Manager Ward read the Legal Notice as published.

Town Manager John Ward reported there were no written communications.

There were no questions from the Board.

No other public addressed the public hearing.

First Selectman Kuhnly closed the Public Hearing at 6:47 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "John D. Ward", is written over a horizontal line.

John D. Ward
Town Manager

**TOWN OF GRANBY
BOARD OF SELECTMEN
MINUTES
JANUARY 4, 2021
VIA ZOOM**

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 6:47 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, John D. Ward, Town Manager; and John Bell, Student Liaison

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

No public addressed the Board.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to reorder the agenda, placing item V. B. to be discussed after the approval of meeting minutes.

III. MINUTES

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the minutes of the regular meeting of December 21, 2020.

Report from Long-Term Recovery Committee

David Watkins, Chairman of the Long-Term Recovery Committee (LTRC) addressed the Board regarding the committee's progress. He explained the committee established a structure-based system with ten functions to reflect the Federal Emergency Management Agency (FEMA) response models. They include Social Services, Communications, Residents, Health, Schools, Economic Development, Spiritual Needs, Volunteers, Unmet Needs Population, and Professional Services. A survey was conducted to determine the needs of residents and the business community. Under the ten functions, three rose to a high significance: Health, Economic Development and Social Services. The survey results indicated the most significant way COVID-19 has impacted respondents was their inability to socialize with others. In addition, their concerns included contracting the disease, the impact on education, as well as putting others at risk of contracting the disease. Most respondents were very satisfied with the level and availability of medical services and also felt the business community has done a good job of maintaining services. At the time the survey was conducted, Social Services had not yet experienced a large increase of demands. It is believed that individuals and businesses sought services directly through state and/or federal programs. While data showed that 80% of respondents and businesses believe the level of communication from the Town was satisfactory, the open-ended questions revealed social media platforms are not the preferred ways of receiving information. The respondents prefer to receive information through texts, emails and telephone calls.

Since the fourth quarter of last year, the LTRC has been involved with meetings with the Connecticut Regional Council of Governments (CRCOG) and the Department of Emergency Management and Homeland Security (DEMHS Region 3). In addition, the

State has contracted with two vendors to develop a needs assessment. It is expected that information will be available by the end of the second quarter of 2021. FEMA and the DEMHS are looking to finalize their preferences for long-term recovery policies by the spring of 2021. Everyone agrees it is important to assess needs. D. Watkins noted that at this point, each of the ten functions will break down the results from their group and provide a deeper assessment of information. The committee, along with the Town Manager and Emergency Management Director, will determine if there is a need to establish a separate annex to the town's Emergency Management Plan.

There was a brief discussion regarding the survey. First Selectman Kuhnly inquired about the emergency alert system the town looked into a few years ago. D. Watkins noted the police department contracted with the state for a reverse 911 system. The company that ran it offered it for non-emergency alerts and Granby declined it at that time. The state no longer offers the service for non-emergencies. Residents can now sign-up for non-emergency alerts through the town website.

Selectman Ohannessian inquired how many responses were received and what the committee will be doing now. It was noted a total of 565 responses to the questionnaire were received. Going forward, each of the sectors will create 8 to 10 questions to bring to the committee for discussion. D. Watkins explained the purpose of the committee is not how to deal with COVID-19 in particular, but how to deal with similar long-term events in the future. There was an inquiry as to the response of local businesses. At this time, the survey addressed how residents perceived businesses were doing. Information from the businesses' perspective will be addressed in the next survey.

IV. UNFINISHED OR TABLED BUSINESS

A. Consideration of Call for Three Board Meeting

Town Manager Ward reported that at last week's Board of Finance (BOF) meeting, the chairman felt that due to the size of the group, Zoom is not the best vehicle to conduct a Three Board Meeting. In addition, the BOF has already communicated their budget guidelines to the Board of Selectmen and the Board of Education. As such, they felt a Three Board Meeting was not necessary at this time.

B. Consideration of Sale of Development Rights for East Street Property

The State would like to partner with the town for development rights on the East Street property. They have made an offer to purchase the rights for the town-owned property at 107 East Street for a sum of \$412,500, which is one half the appraised development value of \$825,000.

The property consists of 125 acres and the state provided a map that shows two proposed agricultural easements on the property; one easement area is 70 acres and the other 55 acres. The Town would like to retain a portion for future Town use, and that portion would be excluded from the easement. The Department of Agricultural has been contacted to determine if the Town could retain a portion of the property and there has been no response received as of yet.

The State has offered to purchase the development rights for \$412,500 (50% of the value of \$825,000). In discussions with the State, another option was presented that would require a partnership with the State, along with USDA involvement. Under this option, the State would be willing to pay more. The Town would have to execute an agreement with a farmer to purchase the land. A commitment to pursue this option is required by March 2021.

Previous studies have been done on this property to explore opportunities for use. The results indicated residents were in favor of keeping the land as open or for possible agricultural use, balancing that with the town population's ability to use it.

Selectman King inquired what needs to be done by March. Abby Kenyon, Director of Community Development indicated the Town needs to commit to the State. A buyer would be needed within two years and the State would assist with that. No money is required until the sale.

There was discussion amongst the Selectmen as well as questions regarding splitting the property, i.e. would the State be interested in less than the entire property, could the Town still preserve a piece for its use?

It was decided more information is needed.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to table this item.

V. BUSINESS

A. Resignations and Appointments to be Considered

ON A MOTION by Selectman King, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to approve the following reappointments:

Commission on Aging:
Jean A. Donihee-Perron
Katheryn M. Miller
Patricia E. Sansone

Park & Recreation:
Suzanne L. Yucha
Kathy D. Ungerleider

B. Report of Long Term Recovery Committee

Item previously discussed.

C. Consideration of Modification to Existing Lease for 83 Salmon Brook Street

At its meeting of April 20, 2020, the Board of Selectmen recommended the Town Manager modify Freshies' lease to waive the rent for the months of April, May and

June 2020 due to hardship as a result of the pandemic. It was noted only two months of the three month waiver were used at that time.

As a result of the on-going pandemic and the resulting financial hardship, it is the Administration's recommendation that the rent be waived for the months of January and February 2021.

Selectman Ballard indicated it looks like the town is playing favorites by granting this waiver. The Town Manager responded the town has an investment in this property and does not want to see the current lessor close their business. If this isn't done, the town will lose money.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted (4-0-1) to authorize the Town Manager to modify the existing lease and sub-lease to waive the rent for the months of January and February 2021. Selectman Ballard voted no.

D. Vote on Town-Owned Land

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to approve the properties known as 4, 11 and 15 North Granby Road and 3 East Granby Road be sold to the State subject to approval of the Board of Finance and a Town Meeting.

VI. TOWN MANAGER REPORTS

Town Manager Ward reported the Board of Finance appropriation for the STEAP Grant Holcomb Farm project was approved. The Board of Finance did not approve the full amount for the brokerage services for Kearns School. They did approve \$18,000 for brokerage services to get us through this fiscal year and the balance will be budgeted in next year's budget. Their thinking was that if we were not pleased after the fifth month we would terminate. Selectman Ohannessian asked if the broker could attend a meeting in a month or so to provide an update, which would allow the board to determine if they are making progress or not. Selectman Ballard inquired if this contract is a public document and if it would be put on the website. Town Manager Ward said he would have it put on the website.

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

First Selectman Kuhnly wished everyone a happy and healthy New Year.

VIII. SELECTMAN REPORTS (Sally King, Vice Chairman; Glenn Ballard, Mark Neumann, Edward Ohannessian and John Bell, Student Liaison)

John Bell reported this was the first day back in school after the holiday break and mid-terms begin next week.

IX. ADJOURNMENT

ON A MOTION by Selectman King, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to adjourn the meeting at 7:46 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John D. Ward", written over a horizontal line.

John D. Ward
Town Manager

TOWN OF GRANBY

MEMORANDUM

DATE: February 1, 2020

TO: Board of Selectmen

FROM: John D. Ward, Town Manager



REGARDING: **IV. UNFINISHED OR TABLED BUSINESS – ITEM A**
Consideration of the Sale of Town-Owned Land

Background

The State of Connecticut is interested in acquiring property in order for the intersection improvements at US 202/Route 10 at Route 10 and Route 189 to be completed. Four town-owned properties will be affected by the project:

The first property is 11 North Granby Road. It is currently .43 acres or 18,730 square feet. The State proposes to acquire approximately 1,100 square feet. The shaded area on the map on the following page shows the portion of the property that will be acquired.

The second property is 15 North Granby Road. It is currently 14.46 acres or 629,877 square feet. The State proposes to acquire 2,708 square feet.

The third property is 4 North Granby Road. It is currently .38 acres or 16,553 square feet. The State proposes to acquire 1,227 square feet and has offered \$5,700. The shaded area on the map on the following page shows the portion of the property that will be acquired.

The fourth and last piece of property is 3 East Granby Road, the Town Green. It is currently 1.1 acres or 47,916 square feet. The State proposes to acquire 3,487 square feet and has offered \$9,500. It should be noted in addition to the property acquisition, the State also proposes a traffic easement and drainage right of way on this property, which have been factored into the \$9,500 offer. The shaded area on the map on the following page shows the portion of the property that will be acquired. The drainage right of way is adjacent to the portion of the property that will be acquired. The traffic easement is located on the southern end of the property.

The State has offered \$12,500 for the property acquisition (3,808 square feet total) for 11 and 15 North Granby Road. The DOT has offered the Town \$27,700 total for all four properties.

The Granby Planning & Zoning Commission, pursuant to Conn. Gen. State 8-24 of the Connecticut General Statutes evaluated the proposals for their consistency with the Plan of Conservation and Development (Plan) At the Commission's October 27, 2020 meeting, the Commission approved the sale of portions of 4 North Granby Road and 3 East Granby Road to the Connecticut Department of Transportation as part of the intersection improvement project at

US 202/Route 10 at Route 10 and Route 189. At their November 24, 2020 meeting, the Commission approved the sale of 11 and 15 North Granby Road.

At the Board of Selectmen's December 7, 2020 meeting, the Board approved a Public Hearing on the sale of a portion of four town-owned properties: 4, 11 and 15 North Granby Road and 3 East Granby Road. The Public Hearing was held on January 4, 2021 and the sale was approved by the Board of Selectmen on the same date.

At the January 25, 2021 meeting of the Board of Finance, the Board approved the sale of all four pieces of property.

Next Steps

Normally, by charter, the next step would be approval by the attendants at a Town Meeting. However, Executive Order 7JJ allows for the legislative body to approve when time is of the essence. The Town has been notified that if approval is not immediately forthcoming, the project will be delayed. This project is designed to enhance the safety of the center roadways, thus a delay will be deleterious to the safety of motorists and pedestrians.

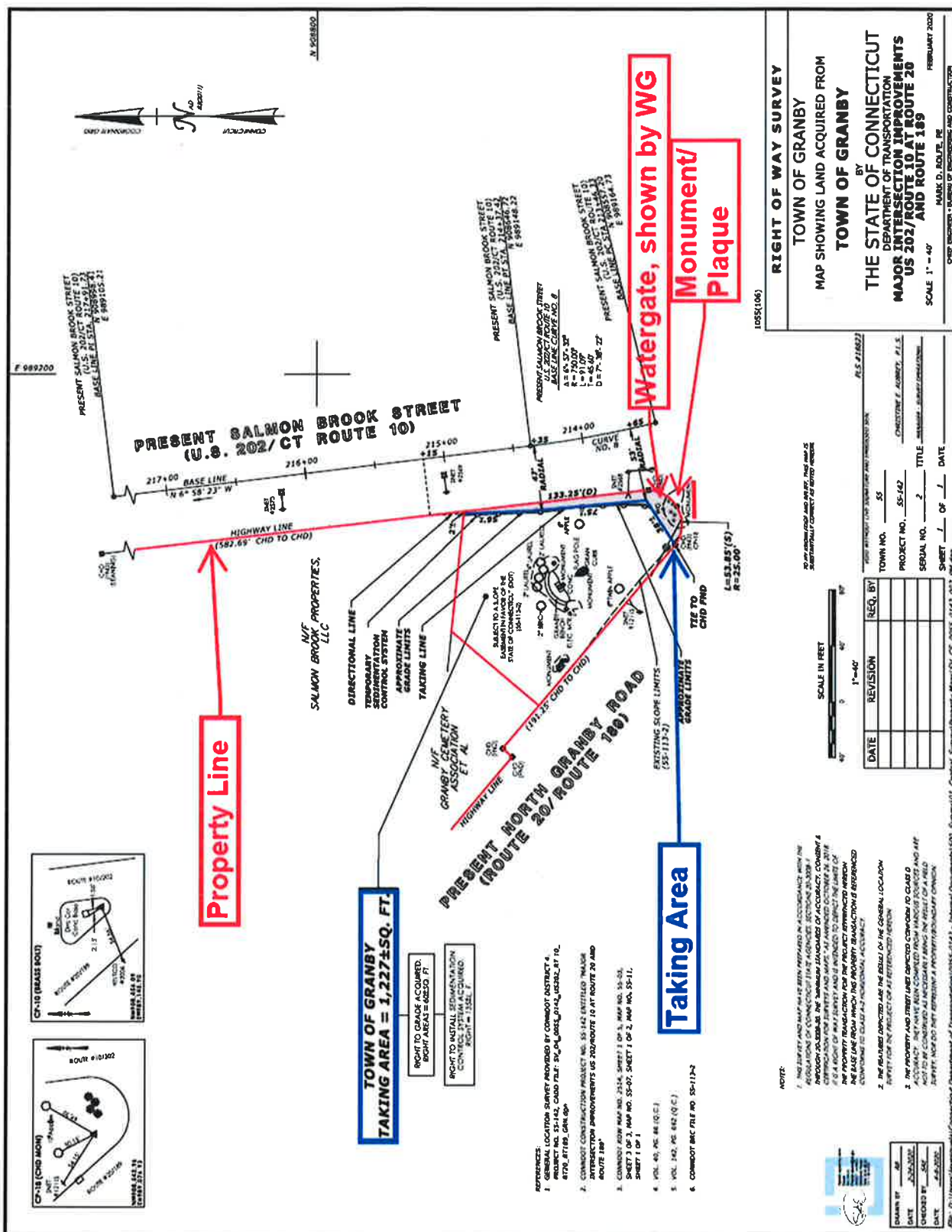
the legislative body of a municipality, ..., the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may... option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential,

PROPOSED MOTION ONE: THE BOARD OF SELECTMEN FIND THE FOLLOWING:

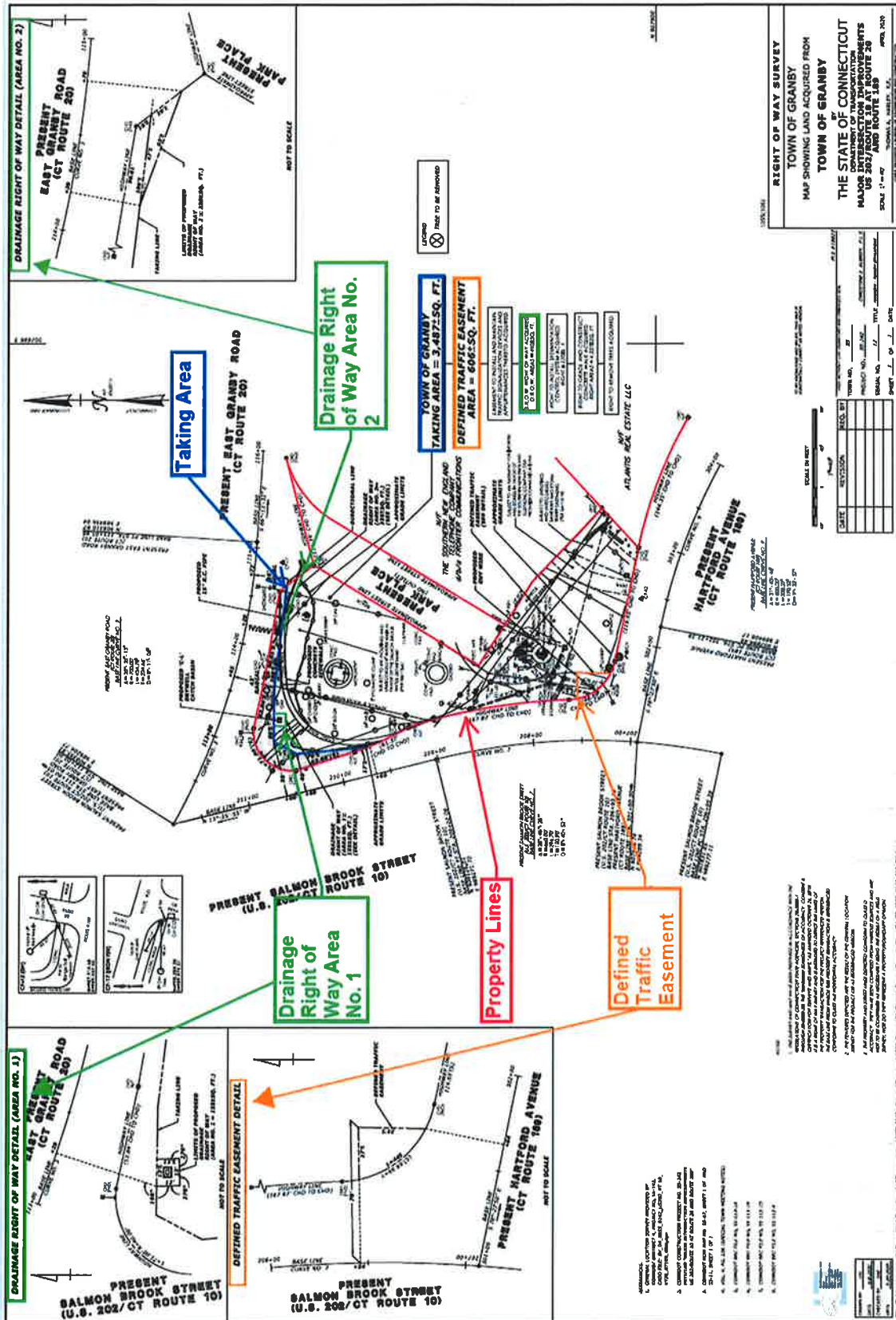
1. THAT THERE IS A NEED TO ACT IMMEDIATELY AND DURING THE PERIOD OF THE DECLARED PUBLIC HEALTH AND CIVIL PREPAREDNESS EMERGENCY, IN ORDER TO AVOID ENDANGERING PUBLIC HEALTH AND WELFARE OR PREVENT SIGNIFICANT FINANCIAL LOSS,
2. AND THAT SUCH ACTION IS OTHERWISE NECESSARY FOR THE PROTECTION OF PERSONS AND PROPERTY WITHIN THE MUNICIPALITY,

PROPOSED MOTION TWO: THE BOARD OF SELECTMEN AUTHORIZES THE SALE OF A PORTION OF THE PROPERTIES AT 4, 11 AND 15 NORTH GRANBY ROAD AND 3 EAST GRANBY ROAD TO THE DEPARTMENT OF TRANSPORTATION FOR \$27,700 AND AUTHORIZES TOWN ADMINISTRATOR TO SIGN ALL NECESSARY DOCUMENTS(S).

4 North Granby Road



3 East Granby Road



TOWN OF GRANBY

MEMORANDUM

DATE: February 1, 2021

TO: Board of Selectmen

FROM: John D. Ward, Town Manager



REGARDING: **V. BUSINESS - ITEM B.**
Consideration of 2021 Bond Refunding Resolution

Underwriter Piper Sandler & Co. approached our financial advisor, Dixworks, LLC, with a proposal to refund a portion of the 2013 bond issue. The estimated cost of issuance and underwriter's discount are \$71,971.50 and \$23,647.50 respectively. The potential debt service savings to the Town would be approximately \$180,000 over the remaining terms of the bond (FY 2022-33). The spread of this savings will realize a reduction of around \$15,000 from next year's Debt Service payments. See below table for details:

	<u>Estimated Savings</u>	<u>2013 Org Bond Interest Rate</u>	<u>Estimated 2021 Refunding Bond Interest Rate</u>
FY22	15,354.66	3.00%	0.40%
FY23	14,599.50	4.00%	0.45%
FY24	14,937.00	3.25%	0.61%
FY25	17,194.50	3.25%	0.78%
FY26	15,312.50	3.25%	0.93%
FY27	14,177.50	3.25%	1.15%
FY28	14,137.50	3.25%	1.25%
FY29	14,512.50	3.25%	1.55%
FY30	16,832.50	3.25%	1.65%
FY31	14,477.50	3.25%	1.75%
FY32	17,515.00	3.25%	1.90%
FY33	16,075.00	3.25%	2.00%
Total:	185,125.66		

I contacted our bond attorney to obtain the particulars and prepare a Refunding Resolution, which the Board of Selectmen must authorize in order to take advantage of the savings. If the Board agrees with the resolution the Refunding Resolution must be added to the Board's Agenda and voted upon.

PROPOSED MOTION: THE BOARD OF SELECTMEN ADOPTS THE ATTACHED RESOLUTION FOR APPROPRIATION OF FIVE MILLION SIX HUNDRED THOUSAND DOLLARS (\$5,600,000) TO REFUND CERTAIN OF THE TOWN'S OUTSTANDING BONDS AND AUTHORIZES THE ISSUANCE OF REFUNDING BONDS TO FINANCE SUCH APPROPRIATION.

pc: Kimi Cheng, Administration Finance Officer

**TOWN OF GRANBY
BOARD OF SELECTMEN
RESOLUTION**

RE: APPROPRIATION OF FIVE MILLION SIX HUNDRED THOUSAND DOLLARS (\$5,600,000) TO REFUND CERTAIN OF THE TOWN'S OUTSTANDING BONDS AND AUTHORIZATION OF THE ISSUANCE OF REFUNDING BONDS TO FINANCE SUCH APPROPRIATION.

At a meeting of the Board of Selectmen held on February 1, 2021, on a motion by Selectman _____ and seconded by Selectman _____, the following resolution was adopted:

RESOLVED, that the Board of Selectmen of the Town of Granby pursuant to Section 7-370c of the Connecticut General Statutes hereby approves the following resolution:

(i) that the Town of Granby (the "Town") appropriate FIVE MILLION SIX HUNDRED THOUSAND DOLLARS (\$5,600,000) to fund the redemption and the payment, in whole or in part, as determined by the Town Manager of the Town, of the outstanding principal, accrued interest and any call premium on all or any portion of any issue of the Town's General Obligation Bonds including, but not limited to, the Town's General Obligation Bonds, Issue of 2013 (the "Prior Bonds"), together with the costs of issuance including, but not limited to, any applicable consultants' fees, legal fees, trustee and escrow agent fees, investment fees, verification fees, credit enhancement fees, underwriters' fees, bond insurance premiums, net temporary interest and other financing or transactional costs, and other expenses related to the payment or redemption of such bonds for the purposes of refunding them; and

(ii) that the Town is hereby authorized to issue its refunding bonds, in an amount not to exceed FIVE MILLION SIX HUNDRED THOUSAND DOLLARS (\$5,600,000) (the "Refunding Bonds"), to fund the appropriation authorized by section (i) of this resolution. The Refunding Bonds shall be issued pursuant to Section 7-370c of the Connecticut General Statutes, as amended, and any other provision of law thereto enabling. The Refunding Bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town; and

(iii) that the Town Manager and the Treasurer shall sign the Refunding Bonds by either manual or facsimile signatures and that the law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the Refunding Bonds; and

(iv) that the Town Manager is authorized to determine which of the Prior Bonds are to be redeemed and the amount, date, interest rates and interest mode, maturities, redemption provisions, form and other details of the Refunding Bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the Refunding Bonds and escrow agent with respect to the refunding escrow or escrows to be funded with proceeds of the Refunding Bonds; to provide for the keeping of a record of the Refunding Bonds; to sell the Refunding Bonds at public or private sale; to deliver the Refunding Bonds; and to perform all other acts which are necessary or appropriate to issue the Refunding Bonds; and

(v) that the Town Manager is authorized to call irrevocably for redemption such of the maturities of the Prior Bonds, as they shall determine to refund from the proceeds of the Refunding Bonds and other moneys as they may determine to make available for this purpose and to defease such Prior Bonds by executing and delivering an escrow agreement in such form and upon such terms as they shall approve, such approval to be conclusively evidenced by their execution thereof; and

(vi) that the Town Manager and the Treasurer are authorized to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the Refunding Bonds authorized by this resolution, including covenants to pay rebates of investment earnings to the United States in future years; and

(vii) that the Town Manager is authorized, upon the advice of bond counsel, to issue all or any portion of the Refunding Bonds as bonds the interest on which is includable in the gross income of the owners thereof for federal income tax purposes, and it is hereby found and determined that the issuance of any such bonds is in the public interest; and

(viii) that the Town Manager is authorized to make representations and enter into written agreements for the benefit of holders of the Refunding Bonds to provide secondary market disclosure information, which agreements may include such terms as he deems advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such Refunding Bonds; and

(ix) that the Town Manager, the Treasurer and the Administration Finance Officer, or any one of them, are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the Prior Bonds and to issue Refunding Bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the Town with underwriters, trustees, escrow agents, bond insurers, and others to facilitate the issuance of the Refunding Bonds, the escrow of the proceeds thereof and investment earnings thereon and the payment of the Prior Bonds in whole or in part; and

(x) that the Town Manager is authorized, if he determines it is in the Town's best interest, to acquire, on behalf of the Town, bond insurance or other forms of credit enhancement guaranteeing the Refunding Bonds on such terms as the Town Manager determines to be appropriate, such terms to include, but not be limited to, those relating to fees, premiums and other costs and expenses incurred in connection with such credit enhancement, the terms of

payment of such expenses and costs and such other undertakings as the issuer of the credit enhancement shall require; and the Town Manager, if he determines that it is appropriate, is authorized, on the Town's behalf, to grant security to the issuer of the credit enhancement to secure the Town's obligations arising under the credit enhancement, including the establishment of a reserve from the proceeds of the Refunding Bond; and

(xi) that the Town Manager is authorized in connection with the issuance and carrying of the Refunding Bonds to execute and deliver on behalf of the Town such reimbursement agreements, remarketing agreements, interest rate swap agreements, standby bond purchase agreements, and any other appropriate agreements the Town Manager deems necessary, appropriate or desirable to place the obligation of the Town on such interest rate or cash flow basis as the Town Manager shall determine and the Town Manager is authorized on behalf of the Town to determine the terms and conditions and to secure the payment of such agreements with the full faith and credit of the Town, if they deem it necessary, appropriate or desirable.

TOWN OF GRANBY

MEMORANDUM

DATE: February 1, 2021

TO: Board of Selectmen

FROM: John D. Ward, Town Manager



REGARDING: **V. BUSINESS – ITEM D**

Consideration of Neglected Cemetery Account Grant Budget Amendment

Background

Connecticut General Statute Section 19a-308b established the Neglected Cemetery Account and authorized the Office of Policy and Management to make grants to eligible municipalities for municipal maintenance of burial grounds and cemeteries. An announcement was issued to municipalities in August, notifying them of the availability of grant funds. Grants are paid on a reimbursement basis, and there is no match required.

At its meeting on September 8, 2020, the Board of Selectmen authorized the Town Manager to apply for the grant and enter into and execute any agreements, contracts, and documents necessary to obtain said grant should the Town be selected for the grant award.

The Town recently received notification from the State that \$3,332.00 has been awarded to Granby. The grant funds will be used to clear weeds and bushes, trim back small trees, and mow lawn areas in Lee and Cooley Cemeteries. The work would be completed by the Department of Public Works. Per the grant guidelines, this work will be done outside of the regular workday. In other words, overtime charges would be occurred.

Next Step

Since the cemeteries clean-up will increase the overtime expenditure line items in the General Fund, which was not budgeted in the Fiscal Year 2020-21 adopted budget, a budget amendment is required according to the Town Charter. The grant reimbursement will increase the Miscellaneous Revenue line item by \$3,332 and will increase the Payroll-Overtime line item in both General & Equipment Maintenance and Infrastructure Maintenance Departments by \$1,585 and \$1,747, respectively.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

PROPOSED MOTION: THE BOARD OF SELECTMEN APPROVES INCREASES OF THE FOLLOWING ACCOUNTS IN GENERAL FUND BUDGET: MISCELLANEOUS REVENUE BY \$3,332; PAYROLL-OVERTIME IN GENERAL & EQUIPMENT MAINTENANCE DEPARTMENT BY \$1,585; AND PAYROLL-OVERTIME IN INFRASTRUCTURE MAINTENANCE DEPARTMENT BY \$1,747; AND FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

pc: Kimi Cheng, Administration Finance Officer
Abby Kenyon, Director of Community Development

TOWN OF GRANBY

MEMORANDUM

DATE: February 1, 2021

TO: Board of Selectmen

FROM: John D. Ward, Town Manager



REGARDING: **V. BUSINESS – ITEM E**

Consideration of Cossitt Library Pre-Development Studies Project Account Budget Amendment

Background

On 10/20/2020, we received a check from the Friends of F.H. Cossitt Library (FOC) for the Cossitt Library Pre-Development Studies Project. The FOC has given this check to the Town to pay for the balance due to Architectural Preservation Studio (APS) beyond what the grant funds will cover. It is expected that the original grant will not fully fund the project. The non-grant unfunded amount for the project is \$3,199.59. With approval, the FOC donation will allow the project to be completed without any cost to the Town.

Next Steps

Since the additional amount for the project will increase an expenditure line item in the Capital Equipment/Improvement Fund, which was not budgeted in the Fiscal Year 2020-21 adopted budget, a budget amendment is required according to the Town Charter. The FOC donation check will increase the Miscellaneous Revenue line item in Capital Equipment/Improvement Fund by \$3,199.59 and will increase Cossitt Library Pre-Development Studies Project Expenditure line item in Capital Equipment/Improvement Fund by the same amount of \$3,199.59.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

PROPOSED MOTION: THE BOARD OF SELECTMEN APPROVES INCREASES OF MISCELLANEOUS REVENUE AND COSSITT LIBRARY PRE-DEVELOPMENT STUDIES PROJECT LINE ITEMS IN CAPITAL EQUIPMENT/IMPROVEMENT FUND BUDGET BY \$3,199.59 AND FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

pc: Kimi Cheng, Administration Finance Officer
Amy McCue, Director of Library Services

TOWN OF GRANBY

MEMORANDUM

DATE: February 1, 2021

TO: Board of Selectmen

FROM: John D. Ward, Town Manager



REGARDING: **V. BUSINESS – ITEM F**

Consideration of Additional Appropriation to Farmington Valley Health District

Background

On January 21, 2021, Avon Town Manager and Farmington Valley Health District Chairman (FVHD) Mr. Brandon Robertson forwarded a letter to its member towns requesting additional support for the Health District because of COVID-19. More specifically, as indicated in the attached letter, FVHD will use the additional funding for:

1. Hiring temporary part-time staff (28 weeks) to conduct contact tracing and support vaccination.
2. Purchasing supplies and equipment that are required for contact tracing and vaccination.

Please see attached letter from Mr. Robertson dated January 31, 2021 for details.

Next Steps

Since we did not anticipate this request from FVHD, it was not budgeted in the Fiscal Year 2020-21 adopted budget. Accordingly, I am requesting an additional appropriation from the General Fund Balance in the amount of \$13,578 to fund the support. There are sufficient funds in the General Fund to cover this appropriation.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

PROPOSED MOTION: THE BOARD OF SELECTMEN AUTHORIZES AN ADDITIONAL APPROPRIATION OF \$13,578.00 FROM GENERAL FUND BALANCE TO FUND THE ADDITIONAL FUNDING REQUEST FROM FARMINGTON VALLEY HEALTH DISTRICT AND FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

Enc.

pc: Kimi Cheng, Administration Finance Officer



Farmington Valley Health District

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Avon • Barkhamsted • Canton • Colebrook • East Granby • Farmington • Granby • Hartland • New Hartford • Simsbury

January 21, 2021

Chief Elected/Appointed Officials:

I am writing to you in my capacity as Chairman of the Board of Directors of the Farmington Valley Health District. First, I want to thank all of you for your unwavering support of the District. The FVHD has proven to be a durable and successful example of regional cooperation. Under the leadership of the Director of Health, Jennifer Kertanis, the District staff has worked tirelessly over the last ten months to meet the public health challenges posed by the pandemic. We owe them our thanks and gratitude.

While still working to address its other statutory responsibilities, the District has managed to conduct hundreds of additional hours of contact tracing and addressed other responsibilities related to the pandemic. Notably, the District has been on the front lines of interpreting and explaining the scientific data and assisting administrators, business owners and others as they make decisions regarding their specific operations.

As we pivot to the vaccination rollout phase, an assessment of the District's ability to meet its obligations with its current resources is necessary. The FVHD adopted budget for FY 21, developed before COVID, was \$ 1,513,281. As you likely know, the largest source of funding for the FVHD is the per capita grant from the member Towns which, for FY 21, was about \$711,185.

The Board of Directors approved several budget amendments at its October meeting. The largest was in the amount of \$176,000 which is the first of three years of funding through the \$20mm allocated to the State of Connecticut through the CDC Epidemiology and Laboratory Capacity Grant. This funding is being used to pay overtime and hire additional staff. However, the resources provided by this grant are insufficient to support the District through the vaccination phase of the pandemic.

At my request, the Director of Health has developed a staffing plan that we feel is necessary to support the needs of the District over the next 28 weeks. I have attached a chart that provides the detail and cost of this plan. As you will see, our proposal is that each member town pay a surcharge based on population.

Before bringing this plan to the FVHD Board of Directors, we would like to discuss it with the chief elected and/or appointed officials of the member Towns. This is a preliminary plan and we welcome your suggestions and input. To that end, my office will be in contact with you to schedule a meeting so Jennifer and I can provide additional detail and answer questions.

Again, thank you for your support of the District and we look forward to talking with you.

Sincerely,

Brandon Robertson
Chairman, Board of Directors, FVHD
Town Manager, Town of Avon

Cc: Jennifer Kertanis, Director of Health, FVHD

PERSONNEL	ITEM	COST	IDENTIFIED NEED
1	Contact Tracers - 3 tracers @ 21 hrs/week @ \$25/hr @ 28 weeks	\$ 35,280	Required to conduct contact tracing for all confirmed COVID cases. Contact Tracers must have an understanding of disease transmission, quarantine and isolation requirements, as well as interview and computer skills. FVHD is currently averaging 65-80 new cases each day with 3-4 close contacts per case requiring follow-up. Contact tracing is also critical to the continued operation of schools and local businesses.
2	Clinic Scheduler - 1 scheduler @ 21 hrs/week @ \$25/hr @ 28 weeks	\$ 11,760	Required to assist with coordinating the logistics of upcoming large mass vaccination clinics to contribute to the statewide vaccine distribution effort. Duties will include securing and confirming venues, working with local emergency managers and other groups/individuals regarding event set up and the recruitment, management and coordination of volunteers to staff the clinics.
3	Office Assistant - 1 assistant @ 21 hrs/week @ \$20/hr @ 28 weeks	\$ 9,996	Required to provide support for the FVHD's only administrative staff member. Duties to include answering and directing phone calls, ordering supplies, assisting with management of website and social media channels, and other administrative duties related to COVID response.
4	Data Entry Assistant - 1 assistant @ 21 hrs/week @ \$20/hr @ 28 weeks	\$ 9,996	Required to complete significant data entry work to support vaccination and contact tracing efforts.
5	Overtime - 3 FVHD staff @ 10 wknd clinics @ 8 hrs/clinics @ \$56/hr	\$ 13,440	FVHD estimates at least 10 weekend clinics will be required over a 28 week period to support the effort to vaccinate the general public. Each clinic will require the support of 3 FVHD staff plus a volunteer cohort. (avg hourly rate = \$37*1.5)
SUBTOTAL PERSONNEL		\$ 80,472	\$ 86,628.11 With Taxes
SUPPLIES & EQUIPMENT	ITEM	COST	IDENTIFIED NEED
1	Contact Tracing Supplies	\$ 554	Includes: printing, paper, postage for mailing contact tracing letters; printing of paper forms for contact tracing; filing systems for managing paper files.
2	Technology & Office Equipment	\$ 5,563	Includes: laptops (3 @ \$1,079), cell phones (3 @ \$1,350), headsets (6 @ \$30) for contact tracing staff and filing cabinets (4 @ \$199).
3	Vehicle	\$ -	Van (ideally with lift gate) for moving clinic supplies. Possibly an in-kind loan from a member town?
4	Meals	\$ 12,600	Includes: meals from FVHD staff and volunteers at vaccination clinics. Assumes 3 clinics/week @ \$150/clinic @ 28 weeks
5	Vaccination Clinic Supplies	\$ 8,140	Includes: cost to build out additional vaccination "go-kits" including transport bags/boxes (@ \$1,000) plus cost to refill go-kits with supplies including syringes, band-aids, gauze, hand sanitizer, table covers, sharps containers, tape, etc. (@ \$7,140).
6	Vaccination Clinic Printing	\$ 16,800	Includes: cost of printing vaccine fact sheets which are required to be distributed to all recipients (@ \$200/clinic @ 84 clinics).
SUBTOTAL SUPPLIES & EQUIPMENT		\$ 43,657	
TOTAL ALL CATEGORIES		\$ 130,285	
Per Capita		\$ 1.19371016	
Distribution by Member Town			
TOWN	POPULATION	CONTRIBUTION	
Avon	18,032	\$ 21,525	
Barkhamsted	3,624	\$ 4,326	
Canton	10,270	\$ 12,259	
Colebrook	1,405	\$ 1,677	
East Granby	5,147	\$ 6,144	
Farmington	25,506	\$ 30,447	
Granby	11,375	\$ 13,578	
Hartland	2,120	\$ 2,531	
New Hartford	6,685	\$ 7,980	
Simsbury	24,979	\$ 29,818	
TOTAL	109,143	\$ 130,285	

TOWN MANAGER REPORT
FOR FEBRUARY 1, 2021 BOS MEETING

1. The Town has hired a new Fire Marshal, Mr. Brian Long. Our prior Fire Marshall, Mr. Harold Holmes will stay on as a Deputy Fire Marshal.
2. The Town also has a new part-time Senior Bus Driver, Mr. Mathew Loveland.
3. Received GFOA Certificate of Excellence for the CAFR.
4. In negotiations with UPSEU – PW, UPSEU- DISPATCH, GMEA, IBPO.
5. Working on the Sale of 3.4 Million in Bonds.
6. Credit Rating February 3, 2021
7. Did not receive Connectivity Grant. (Pedestrian Walkway around Salmon Brook Park)

COVID NEWS

8. On January 26, 2021, Governor Lamont extended the Statewide Emergency due to COVID- 19 to April 10, 2021.
9. There are 3 ways for seniors over age 75 to sign up for COVID-19 vaccinations.
 - a. **Direct outreach from their provider** – if their provider is a vaccine administrator.
 - b. **Registration through VAMS** if they have email addresses (available at ct.gov/covidvaccine).
 - c. **Through the Vaccine Access Assistance Line and Appointments-Plus platform.**
10. Those without internet access can call Connecticut's COVID Vaccine Appointment Assistance Line at 877-918-2224.
11. The Granby Senior Center has assisted in registering seniors for vaccination. They are also working on a mailing to all seniors in town with information. It should be ready to go out by next week.